

All travelers are required to complete this form and forward it to your supervisor for review and approval at least 48 hours prior to the scheduled departure\*. (\*10 business days prior to departure if a travel advance is requested). Traveler agrees to submit a complete travel expense report within 10 business days after completion of travel. Travel related to Sponsored Programs must also be approved in advance.

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Table with 3 columns: DAY/DATE, DESTINATION, HOTEL/CONTACT/TELEPHONE. Includes rows for Depart and Return, and a Round Trip checkbox (Yes/No).

Multiple Trip Information\* \_\_\_\_\_

\*If multiple trips are made within three (3) business days, note beginning, end, time and place of all trips. Use TOTAL budget for all trips.

INDEX (to be charged) \_\_\_\_\_

TRAVEL BUDGET
Transportation:
POV Air Other \$
Rental Car \$
Taxi/Shuttle Service \$
Lodging \$
Meals \$
Registration Fee \$
Other/Tips \$
ESTIMATED TRIP TOTAL \$

SIGNATURES (approvals, as necessary)
Traveler
Supervisor
Dean
Vice President
Office Sponsoring Program
Grants Accounting

Regular university responsibilities (courses) missed during trip will be covered by \_\_\_\_\_

Upon approval of the supervisor, this form is to be forwarded as indicated. Approved itinerary should be returned to traveler for submission with expense report. International travel with charges to department accounts must be approved in advance by the appropriate vice president and provost.